



WASHOE COUNTY

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CM/ACM JOH
Finance MM
DA MK PK
Risk Mgt. JE
HR JE
Other _____

STAFF REPORT

BOARD MEETING DATE: March 24, 2015

DATE: March 4, 2015
TO: Board of County Commissioners
FROM: John Listinsky, Director of HR/Labor Relations
328-2089, jlistinsky@washoecounty.us
THROUGH: Joey Orduna Hastings, Assistant County Manager
328-2000, jhastings@washoecounty.us
SUBJECT: Recommendation to approve reclassification requests of an Engineering Services Technician, pay grade I, to an Environmental Engineer II, pay grade NO (Community Services); eliminate the Engineering Services Technician job classification; and a Licensed Practical Nurse, pay grade J, to a Public Health Nurse II, pay grade NO (Senior Services) as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$55,005. (All Commission Districts)

SUMMARY

Recommendation to approve reclassification requests of an Engineering Services Technician, pay grade I, to an Environmental Engineer II, pay grade NO (Community Services); eliminate the Engineering Services Technician job classification; and a Licensed Practical Nurse, pay grade J, to a Public Health Nurse II, pay grade NO (Senior Services) as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$55,005.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

The Job Evaluation Committee (JEC) meets at least once a month to evaluate new positions and reclassification requests from departments within the County. Appeals and management level requests are sent to the HAY Group for review and evaluation.

On February 24, 2015, the Board approved a reclassification of a vacant Office Support Specialist to a Benefits Specialist (Human Resources).

On January 13, 2015, the Board approved reclassifications of an Office Support Specialist to an Account Clerk (CSD), a Department Computer Application Specialist to

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a Department Systems Specialist (Sheriff's Office), Program Assistant to a Community Outreach Coordinator and an Administrative Assistant II to an Assistant to the County Manager (both in the County Manager's Office); and approved the removal the job classifications of Department Computer Application Specialist and Department Computer Specialist from the Washoe County Classification Plan.

On December 9, 2014, the Board approved reclassifications of a Library Assistant II to a Library Assistant III (Library), an Engineering Inspector to a Water and Sewer Project Inspector Supervisor (Community Services), upgrades to the Forensic Investigator I and II class series from pay grade H and J to J and L respectively (Sheriff's Office); and a new intermittent hourly Account Clerk (Treasurer).

On June 17, 2014 the Board approved reclassification requests submitted and evaluated during the annual budget process.

BACKGROUND

Job evaluation and position classification are core processes at the heart of the County's classification and compensation plans. These processes ensure that employees are paid consistently with respect to the responsibilities they are assigned and the work they perform. The classification and compensation plans and associated salary structures form the infrastructure that compensates employees in a manner that is both internally equitable and externally competitive in furtherance of the concept of equal pay for equal work. The Department of Human Resources is responsible for working with county departments to ensure that job documentation reflects current job content.

Nevada Revised Statutes require provisions for the classification of all county positions, not exempt from the merit personnel system, based on the duties, authority and responsibility of each position with adequate provision for reclassification of any position whatsoever whenever warranted by changed circumstances. Washoe County Code and Board approved guiding principles (approved February 2002 and March 2003) define the job reclassification process to include the process for requesting classification and reclassification reviews. Also, employee association agreements contain provisions for classification and reclassification (e.g.: WCEA Articles 28, 35 & 47).

Department heads and managers are responsible for managing the classification and compensation plan adopted by the Board, to include first striving to ensure that assigned duties and responsibilities are commensurate with the job classification to which positions, and thus employees, are assigned. Department heads are also required to review and assess job duties proposed for reassignment prior to reassignment of those duties.

Reclassification of Existing Positions:

Department	Current Job Class	Recommended Job Class	Annual Cost
Community Services	Engineering Services Technician, pay grade I (\$20.59 - \$26.75)	Environmental Engineer II, pay grade NO (\$29.20 - \$37.97)	\$29,685

Department	Current Job Class	Recommended Job Class	Annual Cost
Senior Services	Licensed Practical Nurse, pay grade J (\$21.85 - \$28.40)	Public Health Nurse II, pay grade NO (\$29.20 - \$37.97)	\$25,320

Community Services

With the merger of Water Resources and TMWA, the majority of the duties of the Engineering Services Technician are no longer relevant. The duties the incumbent is currently performing include the duties of the Licensed Engineers that left Water Resources as a result of the merger. The incumbent is acting at a professional level and has the autonomy to make professional decisions that are clear and immediate. The current duties fall in line with those of an Environmental Engineer II.

Senior Services

Regulations for adult day health have dramatically changed over the past several years and will be further expanded by the institution of the Centers for Medicare and Medicaid Services' new regulations for 1915(i) State Plan Services. Future regulations will focus on patient centered care and expand nursing assessments, care planning and interdisciplinary meetings. Assessments and care planning cannot be done by a Licensed Practical Nurse per NRS. The retirement of the Licensed Practical Nurse, the elimination of a Public Health Nurse II in 2009, and the new Medicaid regulations have increased the duties of the Public Health Nurse Supervisor. A Licensed Practical Nurse cannot perform the nursing duties, which have been absorbed by the Public Health Nurse Supervisor under the current and future Medicaid mandates. These requirements necessitate the reclassification of the Licensed Practical Nurse to a Public Health Nurse II.

FISCAL IMPACT

The estimated additional annual cost of the Environmental Engineer II is \$29,685, and \$25,320 for the Public Health Nurse II, both of which will be absorbed within the respective department's existing FY 14/15 budgets.

RECOMMENDATION

Recommendation to approve reclassification requests of an Engineering Services Technician, pay grade I, to an Environmental Engineer II, pay grade NO (Community Services); eliminate the Engineering Services Technician job classification; and a Licensed Practical Nurse, pay grade J, to a Public Health Nurse II, pay grade NO (Senior Services) as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$55,005.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

“Move to approve the requests to reclassify an Engineering Services Technician, pay grade I, to an Environmental Engineer II, pay grade NO (Community Services); eliminate the Engineering Services Technician job classification; and a Licensed Practical Nurse, pay grade J, to a Public Health Nurse II, pay grade NO (Senior Services) as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$55,005.”